

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Recreation Playground Supervisor (PT non-benefitted)	<u>Revision Date:</u>	02/14
			<u>EEO Category:</u>	Service/Maint.
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	55765

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Recreation Coordinator, organizes and supervises playground program and participants.

III. Essential Duties

- Follow City/Department policies and procedures.
- Complete daily reports / rolls and paperwork
- Organize overall playground program to include arts and crafts, games, storytelling, music, etc.
- Inventory and purchase equipment and arts and crafts supplies
- Organize participants into age groups for various activities
- Transport supplies, equipment, and staff in a city vehicle
- Set-up parks for games, crafts, and activities
- Train and instruct staff in proper procedures
- Coordinate staff schedules; approve time cards
- Be creative and adaptable to change
- Work skillfully with children and staff.
- Ensure the safety of participants, staff and citizens

IV. Marginal Duties

- Assist with Youth Arts Festival
- Report any program problems to a Recreation Coordinator
- Make phone calls for Recreation Coordinator
- Receive telephone calls and walk-in public, directing individuals to appropriate personnel and responding directly to matters concerning routine office business
- Perform other duties as assigned

V. Qualifications:

Experience: Requires some experience in job related activities working with children; must be 18 years of age or older

Certifications/Licenses: Must possess a valid Utah Driver's License.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Games, sports, arts and crafts, storytelling, music; English usage, spelling, and vocabulary; general knowledge of first aid & CPR.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction; responsibility for assigned part-time and seasonal employees.

Communication Skills: Establish and maintain effective working relationships with employees and the public;

contacts requiring tact and judgment to avoid friction and obtain desired result; outside contact with public presenting information.

Tool, Machine, Equipment Operation: Occasional use of office equipment including copy machine, telephone, computer, and fax machine.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present due to stooping and kneeling required; must be able to lift up to 50 lbs.

Work Environment: Generally comfortable working conditions; frequent field work in coordinating and directing programs; frequent exposure to noise; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____